

Supplemental Nutrition Assistance Program-Education

Answers to Questions

RFA # 9001-18

- 1. In reviewing the RFA, I do not see a start date for the grant. I am thinking July 1st, is this correct?**

The SNAP-Ed Obesity Prevention Grant operates on the Federal Fiscal Year from October through September.

- 2. Is there currently a funded agency in Buncombe County offering SNAP-Ed? If so, whom?**

The State currently does not have an Implementing Agency in Buncombe County offering SNAP-Ed.

- 3. Is there a list of currently funded agencies available?**

The agencies currently funded by the grant are Alice Aycock Poe Health Education Center, Durham County Health Department, North Carolina Agricultural & Technical State University, North Carolina State University, University of North Carolina at Greensboro, University of North Carolina at Chapel Hill, and Surry County Cooperative Extension. The USDA website SNAP-Ed Connection has a list of all funded agencies by state.

- 4. What are the typical or average grant size for nongovernment/nonprofit agencies?**

The grant amounts for agencies currently funded by the State's SNAP-Ed plan range from \$39,000 to \$1,600,000.

- 5. Of the agencies that submitted a letter of intent, are there any in Western North Carolina or Buncombe/Asheville that might be partnership opportunities for the YW? If so, would it be appropriate to share that info with us, or would you be willing to share our information with those agencies?**

The YWCA is the only agency in Western North Carolina that submitted a Letter of Intent. However, a Letter of Intent was not a requirement to apply for the RFA.

- 6. Help us to understand the term "project" as described in the RFA for SNAP-Ed funding. For example, Here's what I mean, using an example from our Healthy Environments Program. This program includes double bucks, corner store, and the rethink your drink campaign. Do each of these count as projects, requiring a separate budget and project description for each?**

Definitions are found in Appendix D. The definition on projects has not changed. In the above example "Healthy Environments" includes double bucks, corner store, and rethink your drink campaign. This is one project, each campaign under "Healthy Environments" is included in a budget.

- 7. Our elementary nutritionists teach classes; some teach in after school and/or garden programs; all teach in summer camp or school programs and serve at health fairs; all do some level of PSE, whether that involves active participation on wellness committees, putting up bulletin boards, working with School Nutrition Services, etc. Is our project elementary school nutrition, or do we need to break down each facet of the program into individual projects?**

The SNAP-Ed Guidance on pages 13-14 explain policy, systems, and environmental (PSE) with examples. PSE's are organizational decisions, courses of action, collaborating with organizations for changes resulting in new activities affecting a large proportion of people served by the organization. It also involves promoting healthy food choices in places such as school cafeterias, corner stores, and other places where food is sold or served. Signs promoting walking or using the stairs, or other efforts to increase physical activity. Most of the efforts in PSE do not require a budget.

- 8. On Non-Capital supplies/expenses does the (up to 4,999) refer to each line or to the total?**

For non-capital expenses, it is up to \$4,999 per item.

- 9. Is there a need to communicate with any existing implementing agencies prior to submitting our proposal to eliminate potential duplication of services?**

Agencies are required by USDA to provide a list of schools, senior centers, community centers, churches and other venues where SNAP-Ed will be provided. In reviewing applications the State will determine where services are duplicated and notify the appropriate agencies.

- 10. Please clarify which year(s) are to be included in the application for the scope of work and budget?**

The Scope of Work for each agency needs to describe the agencies plan, objectives, and goals for administering their program delivery for the three year period (see section 5.4 of the RFA). The line-item budget and narrative should be limited to the FFY 2015-2016.

- 11. In the past we had federal forms to fill out. Are the RFA forms the only ones we need to complete?**

The RFA forms are the only forms agencies need to complete.

- 12. Is there a page limit for the grant narrative?**

As a general rule, RFA's do include a page limit, but we do not for SNAP-Ed. The Scope of Work contains multiple data elements agencies need to respond to (by project) and most have more than one project making it impossible to limit pages.

- 13. We have developed an innovative, systems-level approach for improving nutrition among low-income, SNAP eligible populations that involves providing nutrition**

education and social marketing to leaders of organizations that work primarily with low-income populations. The idea is that these leaders will then bring these values and knowledge to the SNAP-Ed population on a broad scale. Is it acceptable to conduct this type of activity, where we are *indirectly* reaching the SNAP-Ed eligible population through systems-level change?

For this type of activity, the proposal has to be reviewed before determining whether it is allowable for SNAP-Ed.

14. Is there a cap on indirect costs for grantees who are non-profits?

Indirect cost rates for nonprofits must be approved by the State Agency (Controllers Office). Approved indirect cost rate letters from accounting agencies must be submitted with the proposal for approval by the State Agency.

15. Is it acceptable that applicants budget evaluation as part of program costs or must it be incorporated as part of indirect costs?

Program costs such as utilities must be incorporated as part of indirect costs.

16. Are there suggested ways to commit to planning for this work with the schools?

No, there are not any suggested ways to commit to planning nutrition education programs. Describe the SNAP-Ed program, tell us how you plan to execute, where, how much it is expected to cost, and justify the need for the expense.

17. If not, once written are there opportunities to moderately adjust goals in year two and three based upon results of year one work and emerging factors?

There are opportunities to adjust goals in year two and three based on results of year one work and emerging factors.

18. On page 7 under section 2.1: Please clarify the HIPPA requirement. Are we already compliant?

Agencies must have policies and procedures in place that address confidentiality and the destruction of personal information. Agencies may provide yearly training or have employees sign confidentiality agreements yearly, especially Healthcare Organizations that have access to protected health information.

19. On page 10 under section 3.6: Please clarify if we are already doing it or do we need to be a part of the eSRS?

This requirement only affects agencies that are required to submit Federal Funding Accountability and Transparency Act data. **Not required for other North Carolina state departments, local government agencies, universities or school systems (excludes private schools).**

20. **Cooking Matters is being provided at Fort Bragg, should cooking matters be expanded to other counties with military bases?**

Cooking Matters should not be expanded to other military bases at this time. Fort Bragg is part of a pilot program with USDA called “Healthy Base Initiative”. Implementing Agencies (IA’s) will be notified when/if services needs to be expanded to other bases in North Carolina.

21. **Are there counties that are not being served that SNAP-Ed is encouraging us to provide services?**

The gap areas of the state are the Eastern (Nash, Edgecombe, Halifax, Northampton, Hertford, etc.), Southeast (Cumberland, Wayne, Sampson, Robeson, etc.), and the Western parts of the state.

22. **Does this grant allow for subcontracting of some services needed to meet the grant deliverables?**

No

23. **We understand that there is no cap on the funding amount but is it possible to provide an estimate of the average award?**

See the answer to question 4

24. **Under non-capital equipment/supplies “Food supplies for demonstrations”-is this the actual food/groceries and plates/forks/napkins purchased for the taste tests? (What we have had under “other, food & supplies” in the current budget narrative).**

Yes

“IT Equipment” – is this everything that our current budget narrative lists under “other, technology” (computers, projectors, extension cords, software, etc.)

Yes

25. **Categories for Program Curriculum and Educational are under both non-capital equipment/supplies and materials. We have only ever described our budget narrative with the words “Program curriculum” and “supplies”. Could you please provide further definition and clarification as to the difference between 1) supplies and materials and 2) “program curriculum” and “educational” 3) if what we’ve been doing is fine, please indicate so, and we will continue in the same manner.**

Categories were set up to allow agencies flexibility in choosing where to budget different items. Materials would include items such as magazines, activity sheets, teaching aides, etc. Supplies would include notebook paper, rulers, colored pens, etc. Agencies should choose the one most appropriate to how they budget.